

Accessing Banner Finance:

Enter from the MyIIT Portal - > Banner Finance

The screenshot shows the MyIIT Portal interface. The top navigation bar includes the MyIIT Portal logo and the user name 'Minnie Mouse'. The left sidebar contains a navigation menu with the following items: Work, Library, Banner Finance (highlighted with a yellow box), Research, and Training and Support. The main content area is divided into three columns:

- Finance Dashboard:** Contains a 'Finance Dashboard' widget with a 'click here' link and two sub-links: 'Self Service Finance Menu' and 'Finance Approvals'.
- Controller's Policy and Forms:** Contains a list of links: 'Controller's Office Main Page', 'Controller's Office Forms', 'University Reporting Dashboard', and 'Administrative Services'.
- Financial Advisor:** Contains a 'Preferences' section with a bar chart showing values for five categories (1-5) on a scale from \$0 to \$1. Below the chart is a table with columns for 'Legend' and 'Fund'.

Legend	Fund
> 1	
> 2	
> 3	
> 4	
> 5	

At the bottom right, there is a 'Main Campus Services' section.

From here, the dashboard has two main options:

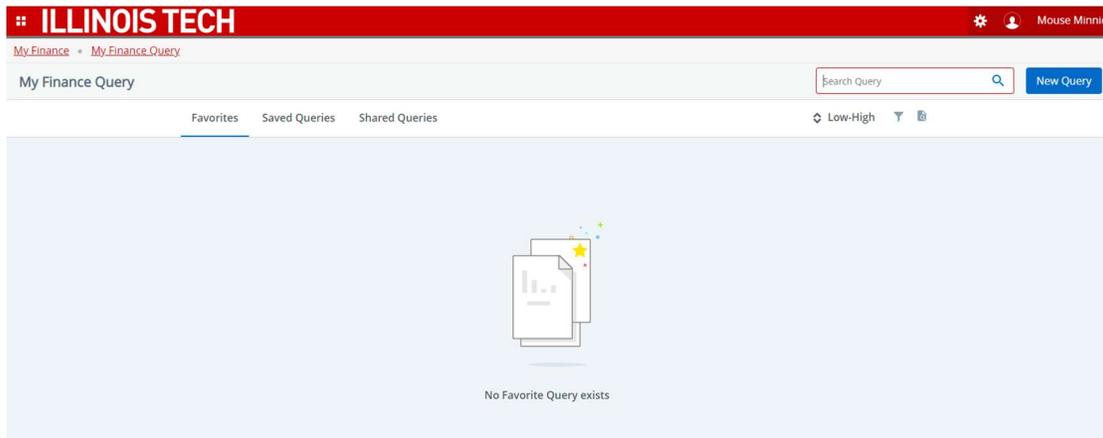
- **My Finance Query** (looking up budget, encumbrances, Year-to-Date activity and such)
- **My Journals** (budget and cost transfers, as well as approvals)

The screenshot shows the 'My Finance' dashboard. The top navigation bar includes the ILLINOIS TECH logo and the user name 'Mouse Minnie'. The main content area is titled 'My Finance' and includes a greeting: 'Hello Minnie, Create, edit and approve transactions and view financial information for department / organization.' Below the greeting are two main options:

- My Finance Query:** Create, view and share budget availability, encumbrance and payroll queries.
- My Journals:** Create and view draft, pending and completed Journals and supporting documentation.

My Finance Query

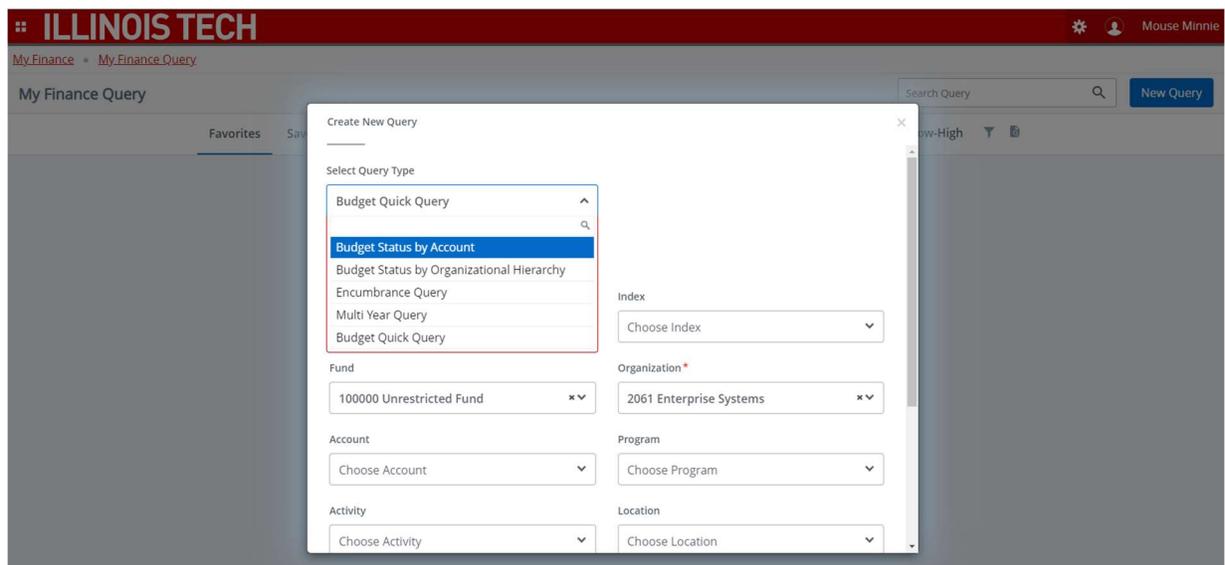
Previously run queries and any queries you save/share with other users can be accessed from this home screen. To start a new query from scratch, click “New Query” in the top right.



Select from the dropdown the query you would like to perform:

- Budget Status by Account – complete budget lookup query
- Budget Status by Organizational Hierarchy – returns results by org code, allows for drilling down into organizational levels by clicking the org code in results
- Encumbrance Query – return list and status of encumbrances in a given fund, org, acct, etc.
- Multi Year Query – compare data over specified period of time (not limited to one fiscal year)
- Budget Quick Query – for the quickest “high level” view, not able to drill down into details

Note that these are, for the most part, currently available in Banner and basically function the same as before – the primary difference is the interface. (If you have any questions on how to use these existing reports, please don’t hesitate to reach out to the Budget Office.)



Budget Status by Account Query

Let's use Budget Status by Account as an example, as this is likely the most commonly used query for budget managers. Here you enter in the usual parameters – fund, account, program if necessary – and use “%” as a wildcard as before (for example, all expense accounts used in a given fund + org could be returned in the query using “7%” in the Account field, or all revenue for “5%”, or “%” for all accounts)

Again, we have the same fields as before in a new format. Select “include revenue accounts” if looking at 5% accounts, select the fiscal year and period at bottom (14 for year-end or YTD), and select which fields to view on operating ledger section – adjusted budget, encumbrances, all that good stuff.

Create New Query

Chart*	1 Illinois Institute of Technology x v	Index	Choose Index v
Fund	100000 Unrestricted Fund x v	Organization*	6107 COVID-19 Response x v
Account	7% x v	Program	% x v
Activity	Choose Activity v	Location	Choose Location v
Fund Type	Choose Fund Type v	Account Type	Choose Account Type v
Commitment Type	All v	<input type="checkbox"/> Include Revenue Accounts	

Create New Query

Fiscal Year*	2020 x v	Fiscal Period*	14 x v
Comparison Fiscal Year	None v	Comparison Fiscal Period	None v

Operating Ledger

<input checked="" type="checkbox"/> Adopted Budget ⓘ	<input checked="" type="checkbox"/> Year to Date ⓘ
<input checked="" type="checkbox"/> Budget Adjustment ⓘ	<input checked="" type="checkbox"/> Encumbrance ⓘ
<input checked="" type="checkbox"/> Adjusted Budget ⓘ	<input type="checkbox"/> Reservation ⓘ
<input type="checkbox"/> Temporary Budget ⓘ	<input type="checkbox"/> Commitments ⓘ
<input type="checkbox"/> Accounted Budget ⓘ	<input checked="" type="checkbox"/> Available Balance ⓘ

Query Result Screen

After submitting the query, your screen should appear something resembling the screenshot below. From here you can click on the numbers (highlighted below) to see details at a transactional level. You can sort by clicking at the arrow at top of any category (next to account, title, etc.)

In the top right you have the options to share, save to “My Reports” or “Favorites”, or use the download button (down arrow in Query Results pane) to export to an .xls spreadsheet for Excel.

My Finance • My Finance Query • Budget Status by Account

Budget Status by Account New Query

< COVID-19 Response - 6107 🔍 ⏪ 📄 ⏩ ⋮

Query Results +

Account	Account Title	Program	Health	FY20/PD14 Adopted Budget	FY20/PD14 Budget Adjustment	FY20/PD14 Adjusted Budget	FY20/PD14 Year to Date	FY20/PD14 Encumbrances	FY20/PD14 Available Balance
7107	Elevator Maintenance	3800	⚠️	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$6,250.00)
7157	Athletic Supplies	3100	✅	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7161	Maintenance Supplies	2100	⚠️	\$0.00	\$0.00	\$0.00	\$0.00	\$5,703.50	(\$5,703.50)
7161	Maintenance Supplies	3100	⚠️	\$0.00	\$0.00	\$0.00	\$0.00	\$18,050.00	(\$18,050.00)
7165	AV Supplies and Equipment -\$2,500	3100	⚠️	\$0.00	\$0.00	\$0.00	\$121.77	\$0.00	(\$121.77)
7404	Meals	2900	⚠️	\$0.00	\$0.00	\$0.00	\$5,240.00	\$0.00	(\$5,240.00)
7481	Other Expenses	3100	⚠️	\$0.00	\$650,000.00	\$650,000.00	\$37,671.15	\$56,365.00	\$555,963.85
7511	Other Professional Services	2900	⚠️	\$0.00	\$0.00	\$0.00	\$6,375.00	\$0.00	(\$6,375.00)
7511	Other Professional Services	3100	⚠️	\$0.00	\$0.00	\$0.00	\$841.99	\$0.00	(\$841.99)
Report Total (of all records)				\$0.00	\$650,000.00	\$650,000.00	\$50,249.91	\$86,368.50	\$513,381.59

Here, we saved this query as a “Favorite” – it will now show up on your home screen for quick access and easy updating. Since it’s saved, there is need to go through the above process again next time if you want the exact same query, but double check the parameters if anything looks off – for instance, if you saved a query to look at the budget status through July using “02” for the Fiscal Period and now you want to see actuals through August, you’ll want to update the Fiscal Period to “03”.

My Finance Query

Favorites Saved Queries Shared Queries

Budget Status by Acct - ... Budget



79%

\$513,381 available

\$136,618 spent of

\$650,000

07/27/2020 ★ 🔗 🗑️

Encumbrance Query

The encumbrance query also functions the same as before, and the new look is similar to the new budget query. One minor quirk to note – you do not need to enter a “Grant” in the field highlighted, even if you see the red asterisk, so this field can be left alone.

Create New Query

Select Query Type

Encumbrance Query ▼

Values

Chart *

1 Illinois Institute of Technology x ▼

Index

Choose Index ▼

Fund

100000 Unrestricted Fund x ▼

Organization *

6107 COVID-19 Response x ▼

Grant *

Choose Grant ▼

Account

Choose Account ▼

Program

% x ▼

Activity

Choose Activity ▼

The results follow the same format as the budget query:

Encumbrance Query New Q										
COVID-19 Response - 6107 ✎ > 📄										
Query Results										
Account	Account Title	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	
7107	Elevator Maintenance	P0058890 ⓘ	Urban Elevator Service LLC	\$6,250.00	\$0.00	\$0.00	\$0.00	\$6,250.00	0.00	
7161	Maintenance Supplies	PE111341 ⓘ	Fisher Scientific Co LLC	\$3,300.00	\$0.00	\$0.00	\$0.00	\$3,300.00	0.00	
7161	Maintenance Supplies	PE111345 ⓘ	Shads Advertising Inc	\$14,750.00	\$0.00	\$0.00	\$0.00	\$14,750.00	0.00	
7161	Maintenance Supplies	PE111465 ⓘ	Katom Restaurant Supply Inc	\$5,703.50	\$0.00	\$0.00	\$0.00	\$5,703.50	0.00	
7165	AV Supplies and Equipment -\$2,500	PE110888 ⓘ	Warehouse Direct	\$304.61	\$0.00	(\$304.61)	\$121.77	\$0.00	100.00	

My Journals



The other module you access through the new MyFinance Portal is the **Journals** system. Above is the home page for journals. The “Create Journal” button is in the top right.

Journal Entry: Overview

When creating a journal, select the type, and enter in the date and budget period. Use “BDX” for budget transfers. (The cost transfer module is integrated into the new Banner system yet, but when it is, you will be able to select this option here as well.) See highlighted fields in screenshot on next page. After you click “Create” you will be prompted to enter in the “sequences”.

Each of the accounting lines in a transfer is a “sequence” in the Banner system. In a basic cost or budget transfer, one sequence will be the account where you’re taking money from, and another sequence will be the account where you’re moving money to. In a budget transfer, you use Plus/Minus indicators under the “Debit/Credit” dropdown, and in a cost transfer you use Debit/Credit.

The order of the sequences will usually not matter – you could put the debit/minus account first, and the credit/plus account second, or vice versa – and you can add as many sequences as are necessary. For example, if you are moving budget from one account to two other accounts, you could first enter one sequence that is the account you’re taking budget from as a “Minus”, and then add a second sequence for one account you’re moving budget to as a “Plus”, and a third sequence for the other account you’re moving as a “Plus”. You just have to make sure the total plus/minus amount evens out correctly – and Banner will be sure to pop up and let you know if it doesn’t.

Again, this all functions the same way as it did in the old Banner, but with a new look that aims to be more intuitive and user-friendly going forward.

Create Journal
✕

Transaction Date *

Redistribution

NSF Checking

Distribution Total

Deferred Edit

Accounting Defaults

Journal Type

Bank Code

Budget Period

Description

Deposit

Currency

Journal Comments

Public Comment ^

Private Comment ^

[CREATE](#)

Journal Entry: Sequence 1

On the first screen that pops up, enter in info for one side of the budget transfer - full Fund/Org/Account/Program, amount, short description, budget period (the fiscal year month in which the transfer will apply – June is 01, July is 02, August, 03, etc.)

Click “add accounting” to go to the next sequence. You will get a popup that says “Sequence Number 1 saved successfully.” At any point, you can also simply hit “Save” in the bottom left of the popup to save your progress on the journal entry and come back to it later if need be.

Refer to the highlighted portions of the screenshots below. During the course of your regular activities, you may never have to use some of these entry fields in the module – it’s the same underlying system as old Banner so don’t worry about terms that look unfamiliar.

Add accounting



Sequence Number : 1

Status :

BDX Departmental Budget Transfer x v

Chart *

Index

1 Illinois Institute of Technology x v

Choose Index v

Fund

100000 Unrestricted Fund x v

Organization

6107 COVID-19 Response x v

Account

7481 Other Expenses x v

Program

Location

3100 Institutional Support x v

Choose Location v

Activity

Project

Choose Activity v

Choose Project v

Percent

Amount *

Debit/Credit *

500.00

+ Plus x v

SAVE

ADD ACCOUNTING

Sequence Number : 1

500.00

Status :

+ Plus



NSF Override

Document Reference

Description *

Testing Journal

Budget Period

02



Bank

PO PNC Bank Operating



Accrual Indicator

Deposit

Currency

Choose Currency Code



Encumbrance

Encumbrance Number

Choose Encumbrance Document



Action

Choose Action



Item Number

Sequence

Commit Type

Choose Commit Type



Endowment

Gift Date

MM/dd/yyyy



Number of Units

SAVE

ADD ACCOUNTING

Journal Entry: Sequence 2

Complete the other side of the journal transaction, entering same fields as before – and again, make sure your plus/minus or debit/credit amounts line up correctly.

Add accounting ×

Sequence Number : 2 Status :

x v

Chart * Index

x v v

Fund

x v

Organization

x v

Account

x v

Program Location

x v v

Activity Project

v v

Percent

Amount * Debit/Credit *

x v

SAVE ADD ACCOUNTING

From here you can continue adding sequences if necessary to execute a transfer between multiple FOAPs. Hit Save (at the bottom left) and just “X” out of the window (in the top right) when done adding sequences to the journal entry.

My Finance • My Journals • J0035310

J0035310 Search Accounting

Transaction date: 07/27/2020 Total: 1,000.00 Status: **Draft**

Accounting Distribution 2

Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Index	Fund	Organization	Account	Program	Activity	Location
1	✓	BDX	1	--	500.00	+ Plus	--	100000	6107	7481	3100	--	--
2	✓	BDX	1	--	500.00	- Minus	--	100000	6104	7481	3100	--	--

Accounting total: 1,000.00 Add accounting

Back
Save as draft
Submit Journal

When you have entered all your sequences, inspect the journal entry for errors and enter “submit” or save as draft. You can add attachments or download as a document in the top right.

Once submitted, the journal entry will now be in your “pending journals” list on the My Journals dashboard:

My Finance • My Journals

My Journals Search Journal Create Journal

Document	Date	Description	Total	Status
Draft journals 0				
Pending journals 1				
J0035310	07/27/2020	Testing Journal	1,000.00	In Approval i
Completed journals				

Click on the “i” logo for approver and queue info to see where the journal is in the approval process.

1,000.00 In Approval i

Approver & Queue Info

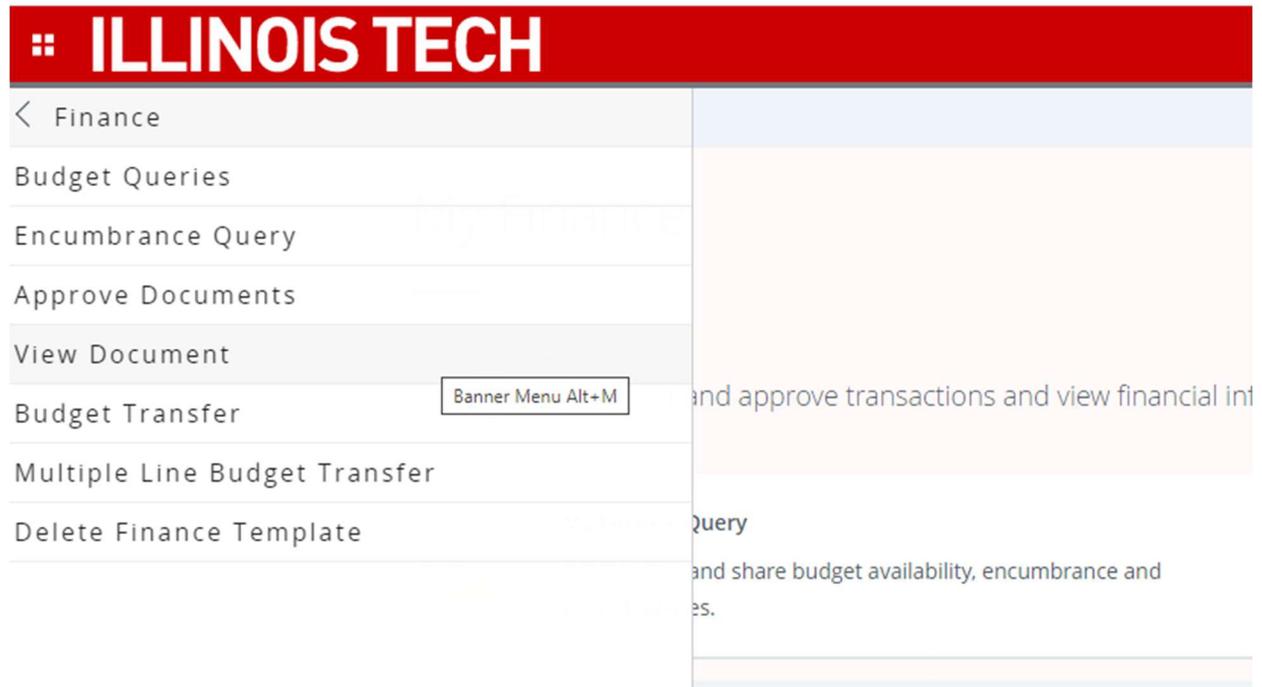
Queue
CFO OFFICE :610 (B610)

Approver
Mary Ellen Borchers

Queue
CFO OFFICE :610 (B610)

View Document

Click on the “dice” button in the upper left corner to access the Banner > Finance root menu. From here you can get to the “View Document” function, which is still a link to the old Banner 8. Eventually this should be updated to the new Banner 9 interface as well. (You can also use this navigation menu to access your Employee screen with benefit elections and the like.)



The screenshot shows the Banner Finance navigation menu. At the top is a red banner with the Illinois Tech logo. Below it is a list of menu items. The 'View Document' item is highlighted with a grey background. A tooltip box labeled 'Banner Menu Alt+M' is positioned over the 'View Document' item. The right side of the menu is partially obscured by a light orange overlay.

ILLINOIS TECH	
< Finance	
Budget Queries	
Encumbrance Query	
Approve Documents	
View Document	
Budget Transfer	Banner Menu Alt+M
Multiple Line Budget Transfer	
Delete Finance Template	